



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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March 8, 2004

In Reply Refer To:
1400-530 (CA-945) P

EMS TRANSMISSION: 3/8/04
Instruction Memorandum No. CA-2004-023
Expires: 09/30/05

To: Field Office Managers/CDD District Manager/DSDs

From: State Director

Subject: Electronic Leave and Earning Statements Waivers

Purpose: The purpose of this Instruction Memorandum is to provide appropriate information, instructions, and guidance for managers in implementing the electronic distribution of Leave and Earnings Statements (see WO-IM No. 2004-039). This is a different way of doing business from the past. As such, I am requesting that each manager take the time and effort required to assist employees through the initial conversion from the familiar paper LES to the electronic.

Policy: District/Field Managers and Deputy State Directors are delegated the authority to approve waivers or exemption from an electronic leave and earnings statement. The following are criteria for granting a waiver:

- 1) No access to an agency computer with internet service;
- 2) No access to a printer which would allow for reasonable privacy when printing the LES; and
- 3) No access to Employee Express (e.g., employees under a dual appointment with two different agencies may not have access to Employee Express).

Timeframe: This policy is effective March 21, 2004.

Action: For non-bargaining unit employees requesting an exemption or waiver to the electronic LES policy the Field Office Manager, CDD District Manager, DSDs will be required to approve or disapprove the request. Approved waivers must be forwarded to the CA Human Resources Office. Human Resources will be responsible for changing the mailing route in the Federal Personnel Processing System (FPPS). Employees will use the form found in the attached MOA.

For bargaining unit employees, negotiations concerning the implementation of the electronic LES policy have been completed with both NFFE Local 951 and 2152. Approved waivers must be forwarded to the CA Human Resources Office. Human Resources will be responsible for changing the mailing route in the Federal Personnel Processing System (FPPS).

Please note the **process** to request a waiver, which is contained in the attached Memorandum Of Agreement, is applicable to all employees regardless of bargaining unit status.

Budget Impact: The National Business Center will charge the State \$2.10 for each hard copy LES mailed.

Point of Contact: Angie Dailly, Human Resources Staff, 916-978-4476.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments:

1. DOI, PB NO. 04-01
2. WO IM No. 2004-039
3. MOA, Electronic LES, December 16, 2003